



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 13-047**

**OPEN TO:** All Bangladeshi Qualified Candidates

**POSITION:** Avian Influenza & EPT Advisor, FSN-11  
(Salary approx. Tk. 137,850.00 per month)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (one  
grade lower than the position grade.)**

**OPENING DATE:** September 17, 2013

**CLOSING DATE:** October 08, 2013

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Avian Influenza & EPT Advisor** in the Office of Population, Health, Nutrition, and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no



qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

### **BASIC FUNCTION:**

The AI Advisor will provide policy and technical advice to the Mission for avian and pandemic influenza (API) and cross-species infectious diseases. The incumbent will provide across-the-board expert advice on the design execution, management, structure and documentation of decentralized management of API and trans-boundary infectious diseases. The incumbent will be responsible for directing the performance of API activities under DO3 “Health Status Improved.” The incumbent will serve as the activity manager for API programs and provide other program management support as needed.

The AI Advisor will engage in senior level communications with the Government of Bangladesh (GOB) concerning policy, strategy, preparedness, and budgetary requirements and decentralized management for combating API. The incumbent will work with counterparts in the key ministries involved in API, including Ministry of Agriculture, Ministry of Livestock and Fisheries and Ministry of Health and Family Welfare, and with provincial government, district/local governments, major faith-based organizations, local and international NGOs, Bangladeshi Universities, and Bangladeshi research institutes.

USAID’s complex API program includes an integrated package of multiple projects that includes surveillance (animal and human), epidemiology (animal and human), behavior change communications (interpersonal to mass media), social mobilization at community/village level, district and regional public sector interventions, operational research projects, and high level policy and advocacy. The activities are implemented through a variety of contracts, grants, cooperatives agreements, field support mechanisms, and alliances with the private sector. The incumbent will provide technical and management oversight for these activities and will liaise with other USG and other donor supported programs in Bangladesh. The incumbent will also support integration of key partner activities to provide a package of API control measures to target populations in the animal sector to achieve public health impact. The incumbent may be delegated the maximum range of program, personnel, and administrative management responsibilities allowable under Agency policy.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **a. Program Management**

70%

The AI Advisor manages activities to combat API, primarily activities related to poultry sector, to achieve public health impact. AI Advisor is responsible for reviewing and negotiating acquisition and assistance proposals related to API, together with the Contracts Officer, and Finance Officer.

The AI Advisor will serve as AOR/COR and/or activity manager for API programs. AI Advisor will ensure the effective management of API related activities in Bangladesh (with a special focus on the poultry sector), maintaining close contact with personnel from the technical assistance contractor/grantees, and all implementing agents related to API as necessary in Dhaka and field locations. S/he will require strong attention to detail to ensure good program management, including directing development of detailed annual work plans and budgets, overseeing implementation of activities, and monitoring results/outcomes of the programs.

S/he is responsible for preparing documentation related to contract financing and amendments for API related activities for both institutional contractors and grantees, in collaboration with the other program managers. S/he supports the design of new activities, with primary responsibility for poultry sector activities, and ensures that new interventions are consistent with other programs under DO3 Health Status Improved, the results framework, and the mission performance monitoring plan.

The AI Advisor is responsible for establishing an effective liaison between the USAID API program and other programs within the Health Status Improved DO, Food Security Improved DO, AID/Washington AI Unit, other relevant offices in USAID/Washington, the Embassy officials responsible for agriculture, and other USG agencies with AI programs in Bangladesh.

### **b. Program analysis and portfolio guidance**

15%

The AI advisor interprets GOB policies, institutional issues and program priorities affecting the direction and implementation of the API program and formulates, negotiates, and implements required actions within the Bangladesh milieu, with primary responsibility for the poultry sector.

The AI Advisor is a senior advisor on critical policy issues with senior ministerial officials who formulate national policies and track progress toward achieving the national goals in API, particularly with regard to poultry sector. S/he also serves as a key contact to the USAID/Washington AI Unit and Regional Office at Bangkok for advice and technical input on policy, strategy, planning, and M&E issues as they relate to API.



The AI Advisor develops and maintains strong working relationships with senior and program level GOB counterparts supporting local and national policy formulation and action plans on API (e.g. Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Health and Family Welfare, etc.). The AI Advisor analyzes information from these and other sources, determines major implications of evolving GOB policies and program decisions for API program development and performance; and provides the AI Coordinator with strategic planning and operational guidance which will strengthen program results and achievement.

The Program Specialist regularly assesses opportunities and obstacles affecting the institutional sustainability of API activities, identifies and monitors remedial actions, and conceptualizes and develops scopes of work for activity development, evaluations, and special studies which ensure that sustainability issues are clearly addressed.

The AI Advisor assists with (and, as instructed, directly undertakes) negotiations with GOB decision-makers on issues affecting program performance, implementation of evaluation/audit recommendations, impact and sustainability issues, or other program matters.

The AI Advisor develops and maintains contacts with other donor agencies working in API control and prevention (World Bank, AusAID, WHO, FAO, CIDA, Government of Japan, ADB, ASEAN, EU, etc.); private sector and NGO representatives. The AI Advisor maintains communication with the USAID/Washington AI Unit.

#### c. Program performance assessment and reporting

15%

The AI Advisor manages the API program, assesses performance and ensures compliance with USAID monitoring and reporting systems. The AI Advisor will have primary responsibility for collecting M&E and financial data for API sector activities, and then ensures that all data is reported on a timely basis both for regularly scheduled reporting systems and for special requests. The AI Advisor ensures that current information is available on implementation status, issues, and objective achievements including internal USAID/Bangladesh reporting, USAID/Washington reporting, and other special reporting and documentation requirements.

The AI Advisor employs a monitoring system for contracts, cooperative agreements and grants under his/her management authority and ensures timely action on critical documentation and follow-up requirements, e.g. waivers, accruals, memoranda of understanding, audit and evaluation recommendations, and all documents required by the Mission, USAID/Washington, and U.S. Government.

The AI Advisor provides issue-oriented briefings and presentations on the API program objectives, accomplishments and development impacts to GOB



representatives, NGOs, private groups, donors and other external audiences, as required.

In carrying out the various Development Objectives and program functions described above, the AI Advisor will work closely with appropriate OPHNE Team Members and staff responsible for individual activity direction, implementation and support, and with appropriate staff from other Mission and GOB offices. In exercising the administrative management and oversight responsibilities, the AI Advisor must frequently exercise independent judgment based on an understanding of USAID policies and management guidelines, arriving at adaptations and courses of action consistent with the most current policies and guidelines.

#### Other Responsibilities:

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## QUALIFICATIONS REQUIRED:

### SELECTION CRITERIA:

- 1. Education:** The AI Advisor must have a master degree from an accredited university in a field related to animal health, epidemiology, public health, or other relevant discipline. *(You must attach a copy of your certificate along with your application form.)* **15 points**



- 2. Prior Work Experience:** The AI Advisor must have more than seven years of progressively responsible, professional experience in project design, management and implementation in the fields of animal health, epidemiology, public health, or other relevant discipline. The AI Advisor should also have five years of experience working in the development context. Work history reflecting hands-on experience in local institutions, community development, and/or poultry production would be helpful. **35 points**
- 3. Knowledge:** The AI Advisor must have sound knowledge of the concepts, principles, techniques, and practices of animal health and/or public health, infectious diseases, community based programming, and development assistance. The incumbent should possess knowledge of GOB policies and policy reform in one or more of the following areas: animal health, agriculture, rural development, public health, decentralized governance, local institutional development involving public-private partnerships, and of related laws, regulations and procedures. It will be beneficial if the incumbent also understands donor procedures and regulations, community and individual level behavior change, and/or epidemiology. **25 points**
- 4. Skills and Abilities:** The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) demonstrate critical thinking skills about programmatic needs, quality of programs and activities, and make well-reasoned recommendations; 3) demonstrate attention to detail to plan, manage and evaluate complex programs independently and as part of a team; 4) organize and present technical information in concise written and oral form in both English and Bangla; 5) furnish information and advice in assigned areas objectively; 6) follow oral instructions and organize, prioritize and follow through on all assignments with minimal oversight; 7) type accurately; 8) edit documents, 9) focus on details; and 10) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have the ability to establish and maintain contacts at all levels of the GOB (i.e. from the community level to the Ministerial level) and with stakeholders in the non-governmental arena in order to explain USAID policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret GOB and non-governmental sector program-related concerns to the AI Section and OPHNE Team. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the Mission's





overall Development Objectives and Goals. The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Bangladesh's implementing partners, and with national counterparts; 2) work tactfully and effectively under pressure; 3) demonstrate extreme flexibility; 4) effectively manage more than one activity at a time; and 5) work effectively as a team member in an established culturally diverse Mission team environment. The incumbent must be willing and able to travel extensively throughout Bangladesh as/when necessary or requested in direct support of USAID/Bangladesh and program objectives and goals. The incumbent must be able and willing to work additional hours beyond the established 40-hour work week and outside the established Monday-Friday work week as may be required or necessary. The incumbent must be a self-starter and work well in a team.

**25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** FSI Level IV English proficiency is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Minister level and lower (as applicable); 3) numerous international and local veterinary and health organizations, donors and other embassies; 4) the USAID/Washington based AI Unit, Global Health Bureau, and Asia Bureau; 5) full spectrum of local and international NGOs; and 6) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.



## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

## **TO APPLY:**

**Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. A copy of the blank form is also attached hereto for your convenience.**

[Application Form OF-612](#)

[Application Form DS-174](#)

**All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.**

**I) A passport size photograph (taken within six months),**

**II) A copy of educational or trade school certificate.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

## **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212





## **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

*The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*